State of Nevada Technical Standards Committee (TSC)

Meeting Minutes

Meeting Name: State Technical Standards Committee
Recorder: Sherri McGee
Facilitator: Terry Savage/Dave McTeer
Date: June 22, 2006
Time: 10:00 AM – 11:30 AM
Location: IMS Video-Conference Room, 727 Fairview Drive, Suite E, Carson City, NV 89701

Attendees

Name	Agency	Telephone	E-Mail Address	X
Terry Savage: Chair	Dept of Information Technology	775.684.5801	tsavage@doit.nv.gov	
Dave McTeer: Co-Chair	Dept of Administration	775.684.8959	dmcteer@ifs.state.nv.us	X
Paul Bowen	Div of Child and Family Services	775.687.9026	pbowen@dcfs.state.nv.us	X
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Chuck Conner	Dept of Motor Vehicles	775.684.4578	cconner@dmv.state.nv.us	
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Jeff D'Amario	Public Utilities Commission	775.684.6192	jdamario@puc.state.nv.us	
Chris DeSocio	Public Employees Benefits	775.684.7000	cdesocio@peb.state.nv.us	
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Eric Dugger	Legislative Council Bureau	775.684.6810	edugger@lcb.state.nv.us	
Chris Finnegan	Dept of Information Technology	775.684.7348	cwfinnegan@doit.nv.gov	X
Joseph Gallegos	Attorney General	775.684.1128	jpgalleg@ag.state.nv.us	
Stan Gillie	Dept of Taxation	775.684.2112	sgillie@tax.state.nv.us	
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Mike Heit	Public Safety	775.684.4723	mheit@dps.state.nv.us	X
Ted Hendricks	Public Works	775.684.4147	THENDRICKS@spwb.state.nv.us	
Ernie Hernandez	Health Div	775.684.5923	ehernandez@nvhd.state.nv.us	
Dana Hines	Library and Archives Division	775.684.3370	dlhines@clan.lib.nv.us	
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Chris Ipsen	Health Div	775.684.4230	cipsen@nvhd.state.nv.us	
Patricia Morse Jarman	Div of Consumer Affairs	702.486.9797	comishnr@fyiconsumer.org	
Anthony Marcin	Office of the State Treasurer	775.684.5761	acmarcin@nevadatreasurer.gov	
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Jon Mathews	Dept of Information Technology	775.684.5843	jmathews@doit.nv.gov	
Sherri McGee	Dept of Information Technology	775.684.5856	smcgee@doit.nv.gov	X
Glenn Meyer	Welfare Division	775.684.0580	gmeyer@welfare.state.nv.us	
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Dan O'Barr	Dept of Correction	775.887.3271	dobarr@doc.nv.gov	X
Rex Reed	Conservation & Natural Resources	775.687.3600	rexreed@dcnr.nv.gov	X
Grant Reynolds	Dept of Administration	775.687.4250	kgreynolds@ifs.state.nv.us	
Lani Smith	Secretary of State	775.684.4800	lssmith@sos.nv.gov	
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Dan Stockwell	Dept of Information Technology	775.684.7300	stockwel@doit.nv.gov	
Andrew Tucker	Gaming Control Board	775.684.7715	atucker@gcb.nv.gov	
Ray Watley	Dept of Motor Vehicles	775.684.4636	rwatley@dmv.state.nv.us	

Guest Attendees

Name	Agency	Telephone	E-Mail Address	
Alisanne Maffei	Dept of Information Technology	775.684.5855	awmaffei@doit.nv.gov	X

DISCUSSION HIGHLIGHTS

1. **Introduction of Child and Family Services Committee Member, Paul Bowen**

2. **Approval of May 2006 Meeting Minutes:** Approved the May 2006 TSC minutes.

3. **Status Update for NITOC Approvals**:

   Email Standard – NITOC needs the Financial Impact Statement before approving. Terry will be editing the final version of the email impact statement and send it to NITOC.

   Database Standard – The database standard and impact statement was approved by NITOC and is waiting for the final approval process by ITSPC.

   Software Standard – The software standard and impact statement was approved by NITOC and is waiting for the final approval process by ITSPC.

   Desktop/Laptop Hardware Standard – The Desktop/Laptop Hardware standard and impact statement was approved by NITOC and is waiting for the final approval process by ITSPC.

4. **Sub-Committee Reports:**

   Server Acquisitions Standard – No Update

   Storage Standard – No Update

   Backup and Recovery Standard – Should have a draft by the next meeting

   Content Management Standard – NERC needs to write a policy on content management before a content management technical standard can be written. The policy has been written but approval of this policy has not occurred due to issues with the DoIT PSP format. It was recommended that a representative from Cultural Affairs work with NITOC on formatting suggestions. Alisanne Maffei will coordinate.

   GIS Standards – It was reported that several government entities in the State of Nevada are fully engaged with GIS, including, an ad-hoc GIS committee that has been formed within the state. This ad-hoc group would like to go before the next legislative session to propose a regional GIS coordinator position for Nevada. There was concern by the group that this ad-hoc committee would need backing from the Governor's cabinet. Dave McTeer and Terry Savage will meet with the group to ensure the process and decisions around this initiative are fully coordinated.

It was also noted that the focus of the ad-hoc group is to write GIS standards. Rex Reed will be working closely with the group to make sure they understand the Nevada governance process. The TSC will review and approve any standards proposed by the ad-hoc GIS group before they go to NITOC. In addition, the TSC GIS sub-committee will be writing technical standards which may include federal GIS guidelines, a requirement that all GIS procurements be reviewed by the Department of Information Technology for enterprise applicability and other possible standards.

Internet Service Providers – Should have a draft by the next meeting

Encryption and Secure Data Transfer – Should have a draft by the next meeting

Computer Network Standard – Should have something for the committee by the next meeting.

6. **Definition of Potential Standards:**

Licensing Systems – This potential standard was added to the list by Terry Savage. It was agreed we should wait to define this standard until he is present.

Physical Security – This potential standard was re-named to IT Physical Access Security and will address; who is accessing server/data comm/phone rooms; access to storage media; physical wiring access; shared spaces; etc. It was recommended that the TSC ask the Security Committee to write this standard since technical specifications will not be included at this time.

Voice Communications – This potential standard was re-named to Voice over Internet Protocol (VoIP). TSC members agreed that the committee should keep an eye on the industry and write appropriate standards as needed. At such time that other technologies or issues arise around voice communications then further potential standards may be added to the list.

Decisions

#	Decision	Rationale	Date
1	It was agreed that notification of all committee activity would be sent to Nevada agency IT contacts for review and comment.	To generate interest and keep all agencies informed on TSC progress	07/28/05
2	New purchases must meet the new TSC standards once approved	To promote interoperability and cost savings for the State of Nevada	07/28/05
3	The draft TSC Charter was reviewed and accepted, with revisions.	To guide the committee on purpose and intent	07/28/05
4	The committee agreed that Legislative Budget Analyst, Tracy Raxter should attend the meetings.	To coordinate budget impacts	07/28/05
5	It was agreed to connect via video-conference with the Sawyer Building in Las Vegas for all future meetings.	To facilitate involvement with southern agencies	07/28/05
6	Committee agreed to let NERC write a Records/Document Management Systems Standard	To have a statewide standard in place to address a purchasing contract due to expire in 2006	08/25/05
7	The Committee developed sub-committees to	Need to have focused groups to develop	08/25/05

	address the first round of Standards development	standards by the January time-frame for the upcoming budget process	
8	The Committee will notify Boards and Commissions as part of the regular notifications to agencies of the TSC activities.	To enhance communication to all those that may be affected by State standards	08/25/05
9	The Committee agreed to extend the standards completion timeline	To allow time for review of standards by the TSC	11/16/05
10	The Committee approved the Email Standard	To send to NITOC for final approval	12/22/05
11	The Committee approved the Authentication Standard	To send to NITOC for final approval	12/22/05
12	The Committee approved the Hardware Standard	To send to NITOC for final approval	12/22/05

Action Items

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
1	07/28/05	E-mail the strategic goals and their priority to committee members.	Sherri McGee	Closed	08/25/05
2	07/28/05	Recruit Legislative Budget Analyst, Tracy Raxter, to the committee.	Sherri McGee	Closed	10/27/05
4	08/25/05	Develop the Database Standard	Dan Stockwell	Open	
5	08/25/05	Develop the Authentication/Biometrics Standard	Chuck Connor	Closed	01/30/06
6	08/25/05	Develop the Backup and Recovery Standard	Joe Gallegos	Open	
7	08/25/05	Develop the Storage Standard	Chris Ipsen	Open	
8	08/25/05	Develop the Email Standard	Terry Savage	Open	
9	08/25/05	Update the Computer Networking Standard	Jon Mathews	Open	
10	08/25/05	Update the Software Standard	Tony Injayan	Closed	03/23/06
11	08/25/05	Update (develop) the PC Hardware Standard	Tony Injayan	Closed	03/23/06
12	08/25/05	Update (develop) the Server Hardware Standard	Tony Injayan	Closed	03/23/06
13	08/25/05	Develop Records/Document Systems Standard	Teri Mark	Open	
14	10/27/05	Develop Technical Standards Dictionary. This will be an agenda item for the next meeting.	Terry Savage	Closed	01/01/06
15	10/27/05	Sherri McGee will draft specifications on how to set standards.	Sherri McGee	Closed	11/16/05
16	11/16/05	Investigate why some (Policies, Standards and Procedures) PSPs deviate from the template and report back to the Committee on format issues.	Sherri McGee	Closed	11/21/05
17	11/16/05	Provide a definition for "agency" in the State of Nevada	Sherri McGee	Closed	11/21/05
18	11/16/05	Distribute information on Massachusetts ODF Standard	Sherri McGee	Closed	11/21/05
19	11/16/05	Get update from Chris Ipsen on Storage standard progress	Sherri McGee	Closed	11/21/05

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20	12/22/05	Sherri McGee will distribute the ITSPC Glossary to the committee	Sherri McGee	Closed	01/10/05
21	12/22/05	Get Security approval for changes to the Backup standard	Sherri McGee	Closed	01/30/06
22	03/23/06	Committee to be formed to address Financial Impact Statements	Terry Savage	Closed	03/10/06
23	06/22/06	A representative from Cultural Affairs will work with NITOC on PSP formatting suggestions.	Alisanne Maffei Terry Savage	Open	
24	06/22/06	An ad-hoc GIS group would like to go before the legislative session to propose a regional GIS coordinator position for Nevada. Meet with the group to ensure the process and decisions around this initiative are fully coordinated.	Dave McTeer Terry Savage	Open	
25	06/22/06	Check with Security Committee to see if they will write an IT Physical Access Security policy and/or standard	Sherri McGee	Open	